



## SENIOR PERSONNEL MANAGEMENT CONSULTANT

\$60,216 - \$75,276 + potential performance bonus

---

### THE ORGANIZATION

CPS is a self-supporting public agency offering a full range of human resource products and services to over 1500 federal, state and local government agencies and private non-profit agencies across the United States and Canada. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning. Our main office is in Sacramento, California, with branch offices in Madison, WI and Washington, DC and regional offices in Atlanta, GA, Chicago, IL, and Washington, DC.

Our vision is to improve Human Resources in the public sector. Core values promote client satisfaction, high quality of work life, and financial returns that assure long-term sustainability. Our employees participate in a results-oriented pay plan that allows for accelerated advancement of base pay and lump sum payments for exceptional service and contributions to organizational success. CPS believes in sharing its success with the employees who make it happen! CPS offers an extensive benefit package, including health and dental care, membership in the California Public Employees Retirement system, and a pay-for-performance bonus plan. More information on CPS can be found at <http://www.cps.ca.gov/>.

### THE POSITION

Our Sacramento, CA office is recruiting for an experienced measurement professional to provide technical guidance for a federal project. The consultant will report to the Quality Management and Business Process Manager. **The ability to travel (up to 70%) and work irregular hours (including weekends) is required.**

The Senior Personnel Management Consultant is expected to possess a strong understanding of and have extensive prior experience in selection and human resource practices. Typically, the Senior Personnel Management Consultant consults on a wide variety of areas including classification, compensation, reengineering, organizational redesign, and performance management projects, independently and as part of a team. For the current opening, the duties focus on providing (a) technical direction regarding selection tests and assessments and (b) quality assurance of test administration and business processes. The ability to learn and use computer software and systems is a critical aspect of this position.

### EXAMPLE OF DUTIES

Duties may include, but are not limited to:

- Provide technical recommendations regarding tests and assessment instruments to client.

- Create instruments to gather quality assurance information from assessment center locations.
- Perform quality assurance audits of assessment center processes.
- Facilitate Quality Assurance team meetings.
- Facilitate Business Process team meetings with CPS staff, subcontractor team members, and the client.
- Perform data manipulation and statistical analyses of quality assurance and other project related data using Microsoft Excel, Microsoft Access, and SPSS.
- Interpret statistical reports and provide clear, concise recommendations.
- Prepare detailed, accurate, technical reports and evaluations for staff and the client.
- Communicate effectively with client, subcontractors, and staff on technical issues.
- Assist in creating policy, process, and guideline documents in conjunction with various project teams.
- Assist in creating process flow documents in conjunction with the Process team.
- Present feedback to deployment staff and management regarding assessment center quality assurance efforts.
- Collaborate with the Standards and Assessment team members to recommend continuous improvements in the selection process.
- Participate in the Standards and Assessment team meetings with CPS team members, subcontractors, and the client.
- Provide additional support to the Quality Management and Business Process Manager as needed.

## **QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Successful candidates are expected to possess the following:

- Ability to compile and analyze information to make sound recommendations.
- Ability to prioritize and manage multiple deadlines.
- Ability to work effectively under time constraints.
- Ability to learn computer software packages and systems relevant to the project.
- Ability to plan, schedule, and complete assigned tasks with minimal guidance and supervision.
- Ability to work independently and as part of a team.
- Ability to communicate effectively, both orally and in writing with CPS Team members, subcontractors, and client staff.
- Ability to perform in a businesslike and tactful manner in dealing with client representatives, staff, and subcontractor team members.
- Ability to establish and maintain collaborative relationships with consultants, CPS staff, subcontractors, and the client to ensure project requirements are understood and met.
- Ability to maintain a strong customer focus.
- Ability to maintain a polished, professional appearance.
- Skill at creative problem solving.
- Knowledge of Microsoft Office applications including Access, Word, Excel, Outlook, and PowerPoint (Visio desirable, but not required).

- Knowledge of SPSS.
- Knowledge of the principles and practices of recruitment, selection, and measurement.
- Knowledge of the principles of project management.

### **Education:**

Successful candidates will possess a Master's degree in Industrial/Organizational (I/O) Psychology or a related field. A Ph.D. in I/O Psychology is preferred.

### **Experience:**

A Senior Personnel Management Consultant must possess a minimum of four years of broad experience in several of the following areas: measurement, selection, psychometrics, recruitment, classification and compensation, and organizational development. A Ph.D.-level candidate may substitute education for experience.

## **SALARY AND BENEFITS**

### **SALARY RANGE:**

**\$60,216 – \$75,276 with potential for a significant performance-based bonus**

### **BENEFITS**

- **Insurance** – CPS provides health, dental, vision, and life insurance plans.
- **Leave** – CPS provides a generous leave plan including 16 personal leave days per year (vacation and incidental illness), 6 long-term sick leave days per year (which may be accrued), and 7 regular and 4 floating holidays.
- **Retirement** – CPS is a California Public Employee's Retirement System member. This is a defined benefit plan based on years of service and age at retirement. CPS offers a 2% at 55 retirement benefit. CPS also offers a 457 plan (deferred compensation plan). CPS does not participate in Social Security, except for Medicare.
- **Flexible Spending** – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account, which allows participants to use pre-tax monies to pay for childcare, elder care and/or out of pocket health care expenses.

## **SELECTION PROCESS**

Qualified candidates must be able to successfully complete a background check. Interested candidates should submit a cover letter and detailed resume, including postal and e-mail addresses, educational history, occupational history with dates of employment, references, and salary history. Letters of reference/recommendation are not desired nor accepted. Interested candidates should submit resumes and supplemental information in a Microsoft Word file or Rich Text Format file to: [iop@cps.ca.gov](mailto:iop@cps.ca.gov). Faxes and/or phone calls will not be accepted.

A Screening Committee will review resumes, contact, and select the most qualified candidates to either provide additional information or participate in an oral interview. The application process will remain open until filled. Initial screening is anticipated to begin the week of January 5, 2004. This position may close as soon as sufficient qualified candidates are received.

**CPS IS AN AT-WILL/EQUAL OPPORTUNITY EMPLOYER**